

CLASS TITLE: SUPERVISING REVENUE OFFICER

Class Code: 02686600
Pay Grade: 31A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist an assigned collections superior in planning, organizing, and supervising the field investigative and office collection activities of a large staff engaged in collecting delinquent accounts and the securing of delinquent returns for a wide variety of taxes administered by the Tax Administrator; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is seldom reviewed, but at times may be reviewed for results obtained and conformance to laws, regulations and procedures for the proper collection of taxes.

SUPERVISION EXERCISED: To plan, organize, and supervise the work of a large staff engaged in field and office collection activities of a wide variety of state taxes.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist an assigned collections superior in planning, organizing, and supervising the field investigative and tax collection activities of a large staff engaged in collecting delinquent accounts and the securing of delinquent returns for a wide variety of taxes administered by the Tax Administrator.

To study new laws, procedures, directives, and policies and plans for the effective implementation of collection functions through organization of personnel and operations, and development of procedures.

To plan and establish breakdown of case assignments for work distribution purposes, and recommend and define delegations of authority within prescribed procedures; and establish procedures and plans for periodic verification of assigned cases.

To plan for effective work flow and maximum utilization of staff in anticipation of peak periods in receipt of cases, and establish goals to accomplish objectives and plans for economical use of travel funds.

To exercise responsibility for recommending the approval or disapproval of: installment part payment agreements, write off of taxes as uncollectible, offset actions against funds due the taxpayer by any State department or agency; offset actions involving taxpayer initiated suits against any agency of the State Government; acceptance of surety bonds or other collateral or escrow agreements; service of summonses or the recommendation of distraint legal action against the taxpayer's property - real or personal; and the filing of liens.

To examine the issues and resolve difficult and complex collection cases.

To serve as a principal advisor to a collections superior on all collection matters.

To plan and/or execute formal and informal training programs for new and existing collections personnel.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the pertinent provisions of the State's tax laws, rules and regulations dealing with taxpayer liability and tax payment, and the ability to apply this knowledge in planning, organizing and supervising the work of a large staff engaged in a wide variety of tax collection activities; a thorough knowledge of property rights and the ability to apply said knowledge in seeking liens on property for tax collection purposes; a thorough knowledge of the state

and federal insolvency laws and proceedings; the ability to handle the most complex and difficult tax collection matters and determinations; the ability to meet with delinquent taxpayers or their representatives and clarify amounts due and make adequate arrangements for payment; the ability to assist superiors in the development of policies, rules and regulations necessary for the proper collection of taxes; the ability to establish and maintain effective working relations with delinquent taxpayers or their representatives; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in accounting, finance, business, or a closely related field; and

Experience: Such as may have been gained through: employment in the Revenue Officer hierarchy at the level of Revenue Officer II or higher, or considerable employment in a governmental or private agency involving the supervision of a staff engaged in the application of tax laws or the enforcement of laws under which taxes are assessed and collected.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must possess a valid R. I. Driver's license. Said license must be maintained as a condition of employment.

Class Created: November 19, 2000

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